

## **LOGISTICS TEAM MANAGER**

**August 29, 2003**

### **a. Position Description**

The Logistics Team Manager is responsible for managing the Logistics function and supervising the Task Force Logistics Specialist, Communications Specialist, and Support Specialist. The Logistics Team Manager reports directly to the TFL.

The Logistics Team Manager is responsible for:

- Coordinating, managing, and supervising all logistical activities;
- Adhering to all safety procedures;
- Ensuring that all assigned personnel are kept informed of status changes;
- Providing situation reports and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Providing accountability, maintenance, and repairs for all Task Force equipment; and
- Performing additional tasks or duties as assigned during a mission.

### **b. Position Requirements and Criteria:**

Individuals who meet the following requirements and criteria will be eligible to become Logistics Team Managers in the DHS/FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the logistical component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

#### Knowledge:

The Logistics Team Manager must:

- Be knowledgeable about the development and use of integrated action planning concepts and processes;
- Have a general knowledge of, information collection and recording, communications systems, and equipment management procedures;
- Have knowledge of US&R operations, strategy, and tactics;
- Be knowledgeable in the application of available technology to support US&R operations;

- Have general knowledge of basic building materials and techniques; and
- Must have a knowledge of supervisory and personnel management practices.

Skills:

See general requirements.

Abilities:

The Logistics Team Manager must:

- Be able to improvise, resolve conflicts, and solve problems;
- Be able to manage assigned personnel, specialized equipment, and local support resources during disaster situations; and
- Be able to effectively communicate orally and in writing.

**c. Operational Checklist**

The purpose of this checklist is to define the duties and responsibilities of the Logistics Team Manager during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

**(1) Upon Activation/At Task Force Assembly Point:**

- Establish contact with and brief assigned personnel;
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment;
- Identify and initiate any logistical requirements for assigned personnel and equipment;
- Review pertinent equipment cache readiness status;
- Coordinate activities of the Logistics Team during the mission; and
- Maintain the organizational structure and accountability of the Logistics Team throughout all phases of the mission.

**(2) At Point of Departure:**

- Ensure that assigned personnel are adequately briefed on and understand:
  - ◊ Individual and team performance expectations;
  - ◊ Team problem-solving processes; and
  - ◊ Methods for establishing and changing Task Force priorities;
- Ensure that perishable and other non-cached items are obtained through pre-established procedures;
- Ensure that copies of the applicable MSDS for all items in the equipment cache are on file;
- Review the Logistics Specialist Support Kit which includes:
  - ◊ 4 copies of the cache inventory
  - ◊ Maintenance manuals
  - ◊ List of cache weights
  - ◊ Military manifest
  - ◊ 2 copies of the Property Accountability procedures
  - ◊ Equipment accountability system
  - ◊ Shipper's declaration of dangerous goods;
- Supervise the movement and on-loading of equipment;
- Ensure that copies of canine waiver letters are provided to the aircraft loadmaster; and
- Ensure that the DOD Flight Manifest Form is provided to the aircraft loadmaster.

**(3) In Transit:**

- Discuss and coordinate anticipated logistical requirements with the TFL and Logistics Specialist prior to arrival.

**(4) Arrival at Mobilization Center:**

- Supervise the movement and off-loading of equipment;
- Prepare priority cache supplies and equipment for movement to the assigned area;
- Assist the TFL in the selection of BoO; and
- Supervise assigned personnel during all mission phases.

**(5) On-Site Operations:**

- Implement a property accountability system;
- Supervise the unloading, sorting, and set-up of the equipment cache;
- Coordinate with the IST the transportation method to and from the BoO to operational site(s);

- Establish the equipment cache area within the BoO, to include:
  - ◊ Ensure the environmental protection of appropriate supplies and equipment;
  - ◊ Coordinate the appropriation of fuels, compressed air, and medical oxygen;
  - ◊ Ensure that equipment and tools are ready for operation;
  - ◊ Ensure that security is provided for the equipment cache. Coordinate with Medical Team Manager to ensure security and accountability of controlled medical drugs; and
  - ◊ If necessary, divide the equipment cache for efficient operations (i.e., forward cache, rapid deployment pallet, etc.);
- Keep the TFL apprised of any accomplishments or conflicts, supply deficiencies, or equipment malfunctions which may adversely effect disaster operations;
- Begin overall assessment process to determine:
  - ◊ Functional requirements and immediate needs; and
  - ◊ Adequacy of support facilities;
- Participate in development of Task Force Tactical Plan;
- Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
  - ◊ Assessment of equipment shortages, needs, and implications to tactics effectiveness;
  - ◊ Monitor on-site coordination with other functions within the Task Force; and
  - ◊ Evaluate the capacity of assigned resources to complete the assignment and order additional resources if needed;
- Assist the Planning Team Manager in preparing demobilization plans; and
- Submit all daily records and reports to the Planning Team Manager.

**(6) Reassignment/Demobilization:**

- Coordinate on-site re-supply with IST Logistics Chief;
- Provide input to demobilization process;
- Supervise the breakdown and policing of the Task Force BoO area;
- Ensure that all cache tools and equipment are inventoried and returned to the cache and prepared for movement;
- Track and maintain a listing of the losses or potential maintenance requirements of all tools and equipment;
- Recommend to the Planning Team Manager equipment rehabilitation requirements after demobilization; and

- Prepare the Logistics Team input for a Task Force after-action team meeting.